

Class Code 5318/Nonexempt  
Position Title Senior Staff Assistant  
Working Area Administrative Support  
Effective Date March 31, 2003



## **JOB DESCRIPTION**

### **Scope**

General administrative and clerical work in support of an office or work section.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Take and transcribe dictation of correspondence, reports, and other materials as well as minutes at meetings. May provide secretarial support to various boards and/or committees as required. Coordinate meetings and advises office staff members of conferences and appointments as required. Maintain files, office records, and official records. Assemble and research materials from files and records in preparing reports, summaries, tabulations, and office correspondence. Take telephone calls and answer routine inquiries. Open and distribute mail. Act as receptionist as necessary. Draft routine correspondence as required. May prepare bi-weekly payroll and maintain attendance/leave records for a work area. May track departmental account balances and purchase requisitions/orders as required. May serve as a work leader for a section and supervise staff as assigned. Operate standard office equipment such as a personal computer, associated software, calculator, or copy machine as necessary to complete assigned duties. Perform other duties as assigned or as may be necessary.

### **Minimum Qualifications**

#### **Knowledge and Skills**

Knowledge of business English, spelling, punctuation, arithmetic, and modern office practices and procedures to include record keeping methods. Knowledge of personal computers used in an office environment. Ability to maintain records and filing systems in an orderly and consistent manner. Ability to work independently in carrying out assignments to completion. Ability to handle telephone communications in a courteous manner. Ability to use a personal computer and associated software. Skilled in the use and care of standard office machines. Skilled in taking and transcribing oral dictation and typing documents for communications and correspondence. Skilled in the use of personal computers and associated software found in the office environment. Must possess and maintain a valid Florida Driver's License.

#### **Education**

High School Diploma or GED supplemented by course work in typing and business practices, and two (2) years' experience in an administrative support or clerical position. Ability to type 35 correct words per minute. A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

#### **Working Conditions**

The work environment for this position is a general office setting. The incumbent performs most job duties either sitting at a desk, table or workstation. Incumbents in this position would be exposed to radiant energy from a personal computer.